

v / E

What every supervisor wants to know

The road to Success
Supervisory
Development
Program

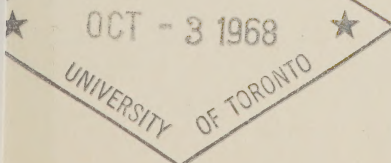
CA

MI

- Z 122



LIBRARY



3 1761 11637753 2



How to Succeed as a Supervisor

As a Supervisor you are a member of management. Your responsibility is to “get the work done”. To do this you make many decisions every day which affect the work of others. Your pay, job security and chances of promotion depend on how well these decisions are made.

Courses have been prepared especially for foremen and supervisors, by recognized authorities, which will help you make better decisions. These courses can be made available in your community through the Supervisory Development Program.

These discussion courses present a number of typical problems which you are required to solve with the advice and assistance of your course leader. You can then use your new knowledge to help you improve your decisions.



Effective Supervision for Mechanical Contractors

A two-part course especially for supervisors employed by mechanical contractors.

BASIC COURSE

■ The role of the supervisor ■ Developing work team motivation ■ Getting people started right ■ Measuring progress and controlling costs.

ADVANCED COURSE

■ Leadership techniques ■ Group motivation ■ Project scheduling ■ Economics for supervisors.



Effective Supervision in Production

Shows the supervisor in a production setting, how to make the best use of the human and material resources.

■ Principles of Effective Supervision ■ Motivating workers ■ How to set objectives and goals ■ Planning and Scheduling ■ Measuring results and evaluating efficiency ■ Making improvements.

Effective Supervision in Construction

Helps the construction supervision to develop skills in the supervisory functions.

■ Concepts of effective supervision ■ How to set goals and objectives ■ Planning the job ■ Fundamentals of Critical Path (CPM) Planning ■ How to measure progress and efficiency ■ Organizing and planning the use of your own time.

Basic Course in Work Study

Prepares you to participate effectively in a work study program in your own organization and to evaluate work study activities.

■ What is work study? ■ How to use method study
■ Principles of work measurement ■ Standard data measurement systems ■ Work Sampling
■ Administration of a work study program ■ Human problems in a work study program ■ Work study and Industrial Engineering.

Effective Supervision Human Relations

This course shows you how to utilize modern management techniques to develop good teamwork.

■ Understanding people ■ The Selection and training of employees ■ Wage and Salary administration ■ How to appraise an employee's performance and take corrective actions ■ Understanding the collective agreement ■ Planning and organizing for results.

Effective Supervision Communication

Helps you to get your ideas across to the people you work with and to get ideas from them.

■ What is "communication" ■ Breaking down barriers to the exchange of ideas ■ Getting your ideas into words ■ Expressing your thoughts in writing ■ Getting the most out of what you hear.



The Supervisory Development Program

is a joint federal-provincial undertaking designed to make available courses on a number of management subjects of special interests to foremen and supervisors.

The courses have been prepared by specialists for the Management Development Unit of the Department of Manpower and Immigration, Ottawa.

For further information on courses available in your community, contact your Department of Education, or your local Canadian Manpower Centre.

Who to Contact

Contact your local
Canada Manpower Centre or

Regional Offices

Chief Manpower Training,
Atlantic Region — Manpower,
Department of Manpower &
Immigration,
P.O. Box 2463,
Halifax, N.S.
Telephone (902) 429-8610

Chief Manpower Training,
Quebec Region — Manpower,
Department of Manpower &
Immigration,
550 Sherbrooke Street West,
Montreal 2, P.Q.
Telephone (514) 879-4611

Chief Manpower Training,
Ontario Region — Manpower,
Department of Manpower &
Immigration,
P.O. Box 23,
Toronto Dominion Centre,
Toronto 1, Ontario.
Telephone (416) 369-3756

Chief Manpower Training,
Prairie Region — Manpower,
Department of Manpower &
Immigration,
220 Portage Avenue,
Winnipeg 1, Manitoba.
Telephone (204) 943-7341

Chief Manpower Training,
Department of Manpower &
Immigration,
1155 West Pender Street,
Vancouver 1, B.C.
Telephone (604) 683-6971

Departments of Education

British Columbia

Assistant Director,
Community Programmes
Branch,
Department of Education,
Victoria, B.C.
Telephone 382-6111

Manitoba

Supervisor, Management
Development,
Department of Education,
1181 Portage Avenue,
Room 507,
Winnipeg 10, Manitoba.
Telephone 786-5626, 786-5627

Alberta

Co-ordinator Business
Management Training,
Department of Education,
210 Empire Building,
Edmonton, Alberta.
Telephone 424-8729

Ontario

Administrator, Training,
Business and Industry,
Applied Arts and
Technology Branch,
Ontario Department of
Education,
55 Eglinton Avenue East,
Toronto 12, Ontario.
Telephone 365-6154

Saskatchewan

Management Training
Consultant,
Department of Education,
Avord Towers Building,
Regina, Saskatchewan.
Telephone 525-1771

Quebec

Chef de Division,
Formation des cadres,
Service de
l'Enseignement Formel,
Le Ministère de l'Éducation,
1005 Chemin Ste-Foy,
Quebec 6, Quebec.
Telephone 693-3536

New Brunswick

Supervisor,
Small Business Training,
Department of Education,
P.O. Box 866,
Fredericton, N.B.
Telephone 475-7711

Nova Scotia

Supervisor,
Small Business Management,
Department of Education,
Box 1650,
Halifax, N.S.
Telephone 422-7341

Prince Edward Island

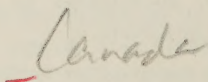
Supervisor,
Industrial Training Branch,
Department of Education,
P.O. Box 2,000,
Charlottetown, P.E.I.
Telephone 894-6611

Newfoundland

College of Trades and
Technology,
P.O. Box 1693,
St. John's, Newfoundland.
Telephone 726-3870

North West Territories

Assistant Chief,
Education Division,
Department of Indian Affairs
and Northern Development,
Ottawa 4, Ontario.
Telephone 992-0789

**DEPARTMENT OF
MANPOWER AND IMMIGRATION**

Roger Duhamel, F.R.S.C.
Queen's Printer and Controller of Stationery
Ottawa, 1968